

PROGRAM DIRECTOR SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
1045	Assistant Program Director	04	078	6 mo.	04/29/88
4503(1044)	Program Director	03	078	6 mo.	04/29/88

Promotional Line: 246

Series Narrative

Employees in this series perform duties involved in the administration of university center programs.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant Program Director **1045**

Employees at this level assist in the administration of a centralized social activities center. They work under general supervision from a designated supervisor.

An Assistant Program Director typically –

1. supervises the administration and operation of assigned programs
2. advises, counsels, and gives general assistance to volunteer program workers
3. provides assistance and advice to groups and organizations on program planning
4. acts as a liaison on the status of assigned programs
5. interprets appropriate policies and procedures to program workers
6. represents the program staff in assigned areas
7. participates in the training and development of student and staff program workers
8. performs other related duties as assigned

Level II: Program Director **4503(1044)**

Employees at this level are responsible for a university center program, involving responsibility for policy interpretation, budget preparation and application, and program content planning. They work under administrative supervision from a designated administrative officer.

A Program Director typically –

1. prepares and submits a proposed departmentalized budget to a governing board

2. advises on budget preparation as required
3. works in close harmony with a student activities adviser on matters of calendar, services, and facilities
4. is responsible for personnel relations and supervision within the department
5. acts as copy editor and coordinator of advertising and publicity for a university center program
6. interviews, counsels, and gives assistance and direction to student committee workers as required
7. attends social programs and rehearsals as required
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Assistant Program Director

1045

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree
 2. (A) two years of participation in university student activities or recreation programs as a volunteer worker
- or
- (B) one year of professional experience in college union work, recreation, teaching, counseling, or related fields

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to speak and write effectively
2. ability to work effectively with students, staff, and the public

Level II: Program Director

4503(1044)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree
2. two years of experience in a full-time recreational program

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to work effectively with students, staff, and the public

Assistant Program Director	Edited
Program Director	Edited